

Word Beyond Basics: Boost Your Productivity with Microsoft Word

Continuing Professional Development

Instructor:

Chrysie Sea & Daniel Housard

Aim & Objective:

Microsoft Word covers the concepts and skills needed to produce complex documents. It looks at areas such as creating long reports, formatting documents so they are attractive and easy to read, structuring information and creating templates, as well as improving productivity.

Employers expect professional workers to be able to produce complex written documents that communicate effectively no matter the topic. Word processing software has become very sophisticated, so it is vital to have the skills that take advantage of the features available to produce well-structured and attractive documents efficiently.

Who should attend the seminar?

This seminar is suitable for a wide range of participants who want to go beyond basic word processing skills and produce sophisticated documents. The skills developed in this seminar are applicable in any work or academic setting. Participants will also see an improvement in productivity and learn to collaborate with others on documents.

20 May 2024
08:30 – 15:30 (6 CPD Units)

Mode of Delivery: Live
Online

Fee: €200

Click [here](#) to register

SEMINAR PROGRAMME

20/05/2024		Word Beyond Basics: Boost Your Productivity with Microsoft Word
Time	Duration	Description
8:30-9:00	0:30	Registrations
9:00 – 10:15	1:15	Formatting <ul style="list-style-type: none"> • Text, Paragraphs • Styles • Columns, Tables
10:15-10:30	0:15	B r e a k
10:30-12.30	2:00	Referencing <ul style="list-style-type: none"> • Captions, Footnotes and Endnotes • Citations and Bibliography • References Tables and Indexes • Bookmarks and Cross-References Enhancing <ul style="list-style-type: none"> • Using Fields • Forms, Templates • Mail Merge • Linking, Embedding • Automation
12:30-13:00	0:30	B r e a k
13:00-14:00	1:00	Collaborative Editing <ul style="list-style-type: none"> • Tracking and Reviewing • Security
14:00-15:00	1:00	Preparing Outputs <ul style="list-style-type: none"> • Section • Document Setup • Spelling, Thesaurus
15:00-15:30	0:30	Exercises Debriefing Questions and Answers
Total Net Duration	6:00	END OF SEMINAR